

**STATE AND CONSUMER SERVICES AGENCY  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
JOB OPPORTUNITY BULLETIN**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,  
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Los Angeles – Housing Division

**CLASSIFICATION:** Office Technician (Typing) – (Bilingual Spanish)

**SALARY:** \$2686 - \$3264

**FINAL FILING DATE:** Until Filled

**DUTIES:** Under the general supervision of the District Administrator, the incumbent is responsible for performing a variety of clerical functions. The incumbent must be able to effectively and efficiently manage the constant clerical processing of case files and a very heavy, repetitive workload. Duties include, but are not limited, to the following: Oversee, organize and fully participate in the steady clerical processing of case files for intake, service, amendment, and closure of those files, including entering information into the Department's computerized Case Management Information System (CMIS). Open, sort, and route incoming mail to appropriate staff members. Process outgoing mail. Serve as receptionist, which requires detailed and sensitive public contact including answering, responding to, screening and/or routing telephone calls, and assisting visitors. Route forms, letters, and other written materials received from complainants, respondents, legal representatives, et. al., and take accurate telephone messages. Process all work and complete all tasks accurately and quickly. Type memoranda and correspondence, order forms, process personnel-related paperwork and other documents, including some confidential material. Review letters and subpoenas requesting copies of case files and adhere to all Departmental procedures regarding compliance and disclosure. Type and assist District Administrator with the preparation of reports such as monthly and semi-monthly audit reports. Monitor and order/replenish office supplies, arrange for repairs and/or cleaning. Reconcile intake statistics and authorize postage. Maintain and update case files and binders. Complete other projects and perform additional duties as assigned.

**DESIRABLE QUALIFICATIONS:** Spanish speaking preferable. Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively, ability to execute work assignments with accuracy and organization. Ability to operate a computer and knowledge of Excel and Word software programs.

**WHO SHOULD APPLY:** Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

**SEND COMPLETED STATE APPLICATION (STD 678) TO:**

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
(916) 478-7229  
TTY (800) 700-2320

Re-advertised on June 26, 2008  
RPA # 106